

**Legal Services
Record Retention Plan**
Updated 06-03-08

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Database - Permanent	Committee Rosters – Legal Services, Pro Bono, LRAP	Permanent	Members Services	Electronic	Server
Policy Issues	LSP/ Pro Bono/ LRAP	Permanent	Respective Program Administrator	Electronic	Server
Committee Meetings	Agendas, minutes Legal Services, Pro Bono, LRAP	Permanent	Respective Program Administrator	Electronic	Server
Final Peer Review Reports	Final report presented to Provider	Permanent	Legal Services Program Director	Electronic	Server
Peer Review Binders	Binders containing backup and interview material during the peer review process	6 years (2 cycles)	Legal Services Program Director	Hard copy	Office

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Standards & Guidelines	Policies set forth for Legal Service Providers receiving Filing Fee funding / LRAP Program Standards	Past and Present, Permanent	Respective Program Administrator	Electronic	Server
Pro Bono Roll Call	Data submitted Brochures, print & electronic forms	a) 5 years b) Permanent	Pro Bono Program Coordinator	a) Electronic b) Electronic	a) Office b) Server
Pro Bono Certification Program	Program participants & recognition records	a) Applications (permanent) b) Participant & recognition lists (3 years)	Pro Bono Program Coordinator	a) Electronic b) Electronic	a) Server b) Office
Active Pro Bono Status	Documents that track compliance	5 years	Pro Bono Program Coordinator	Electronic	Office
LRAP Applications	Records document the application, evaluation, awarding, administration, monitoring and status of LRAP money	(a) successful applications: 7 years (b) unsuccessful applications: 3 years	LRAP Program Coordinator	Hard Copy	(a) Office (b) Office